M1.14/2:let. 305-15

Office of Personnel Management

Federal Personnel Manual System

FPM Letter 305-15

FPM Letter 305-15

Published in advance of incorporation in FPM Suppl. 305-1 and Ch. 920
RETAIN UNTIL SUPERSEDED

SUBJECT: Executive Inventory Referral Form

Washington, D. C. 20415
July 23, 1979

Heads of Departments and Independent Establishments:

UNIV. OF FLA. LIB. ★ DOCUMENTS DEPT ★ DEPOSITORY ★ AUG 3 1979

To reflect changes in procedures under the Civil Service Reform Act of 1978 (CSRA), a new form has been developed for Executive Inventory Referrals. The new form is OPM Form 1400 (Attachment A). The form replaces CSC Form 980 as well as certain uses of former CSC Form 917.

Executive Inventory searches, optional under procedures adopted to reflect the changes occasioned by the CSRA, should be requested on OPM Form 1400 effective upon receipt of this Bulletin. The form is to be reproduced locally.

In Special Bulletin No. 48, 920-16, we distributed a list of "Organization Designations of the Federal Government". Attachment B contains corrections and additions to this list.

Jule Sugarman

Jule M. Sugarman
Deputy Director

Attachments

Inquiries: Executive Personnel and Management Development, Planning & Analysis Branch (202) 632-6820
Code: 305, Employment under the Executive Assignment System
Distribution: FPM

EXECUTIVE INVENTORY REFERRAL

1. Purpose of Submission

☐ Request Executive Inventory Referral *(Complete items 4-16)*

☐ Report on Referral *(Complete items 17c and d and 21-23)*

OPM Use Only

2. Case Number

3. Date Request Received

4. Position Title

5. Position Number | 6. Pay Plan | 7 Grade | 8 Occup. Series | 9. Appt. Auth.

10. Managerial Indicator ☐ Manager ☐ Supervisor ☐ All Others

11. Geographic Location

12. Agency, Bureau, Division

OPM Use Only

13. Signature of Requesting Agency Official

14. Date

15. Title of Requesting Agency Official

16. Telephone Number

17. Individuals Referred *(Enter the appropriate code in column "c. Agency Action" for each referral)*

1 - Selected 2 - Declined 3 - Not Selected 4 - Other

a. Name	b. Social Security Number	c. Agency Action	d. Nature of Consideration Given

18. Signature of OPM Official Making Referral

19. Title

20. Date

21. Signature of Agency Official Reporting on Referral

22. Title

23. Date

ORGANIZATION DESIGNATIONS OF THE FEDERAL GOVERNMENT

The following additions, deletions, and changes should be made to the Organizations and codes as presented in Attachment C to Bulletin 920-16.

	Codes First Level
Add	
Judicial Branch	
United States Court of Military Appeals (Article I Status)	JM
Non-Cabinet Executive Agencies	
Equal Employment Opportunity Commission	EE
Federal Labor Relations Authority	FA
Other Committees, Commissions, and Boards	
Indian Claims Commission	ID
International Boundary Commission, U.S. and Canada	IS
International Boundary and Water Commission, U.S. and Mexico	UM
National Advisory Committee on the Oceans and Atmosphere	QA
President's Commission on the Coal Industry	CI
President's Commission on Pension Policy	PP
Presidential Commission on World Hunger	CH
United States Soldiers' and Airmens' Home	SA
International Organizations	
International Organizations (22 U.S.C. 288 and 5 U.S.C. 3581)	IO
Delete	
Other Committees, Commissions, and Boards	
President's Commission on Mental Health	MH
Student Loan Marketing Association	SM
Equal Employment Opportunity Commission	EE
Code Changes	
Non-Cabinet Executive Agencies	
Federal Mediation and Conciliation Service	FM
Other Committees, Commissions, and Boards	
Federal Mine Safety and Health Review Commission	FR
United States International Development Cooperation Agency (AID as proposed in Reorganization Plan 2)	IM
Quasi-Official Agencies	
Corporation for Public Broadcasting	QP

U.S. GOVERNMENT PRINTING OFFICE : 1979 O - 280-535 (194)

UNIVERSITY OF FLORIDA
3 1262 08729 3899